भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान कर्नूल
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING KURNOOL
(An Institute of National Importance under Ministry of Education, Govt. of India)

LETTER FOR INVITATION OF QUOTATION THROUGH LOCAL PURCHASE COMMITTEE

Dt. 123.08.2026

To
M/s _____
Address: _____

Sub: **Invitation of Quotation for Hiring of Vehicle (40 Seater) for Transportation Services from IIITDM Kurnool to Kurnool – Reg.**

Sir/Madam,

IIITDM Kurnool intends to procure the following item/service(s) through local purchase and hereby invites **quotation** from interested bidders. The quotations shall be submitted physically at Mini Conference Room, Administrative Block, IIITDM Kurnool, Jagannathagttu, Kurnool - 518008 on **17.08.2026 at 03:00 PM**

Sl. No.	Description of the items with specifications	Service Period
1.	Monthly hiring charge including a fixed number of kilometres (1500 kilometres included) And Additional Kilometer rate for a 40 Seater Non AC Semi-Deluxe Bus	6 Months

2. Terms & Conditions

1. Quotation should be provided in the format (Annexure-1) and submitted in a sealed cover duly signed & stamped along with a signed copy of this letter as proof of acceptance of the terms & conditions of the Invitation for quotation.
2. The offer validity should be **30 days.**
3. **Scope of Work:**
    1. The selected service provider shall provide one Ghat Road worthy Bus with driver (including relievers) for transportation of staff/students from IIITDM Kurnool to Kurnool.
    2. The broad requirements are as follows:
        a) Service availability: All Seven (07) days of the week.
        b) Tentative daily running: Approximately 70–100 km per day.
        c) Duty timings: As per Institute requirements (tentatively 07:30 AM to 08:00 PM, with intermittent trips during the day).
        d) The vehicle shall be deployed exclusively for Institute requirements.
        e) The Institute reserves the right to increase or decrease the utilization depending upon actual requirements.
    3. To ensure economic viability of the service, the Institute shall guarantee a minimum billable distance of 1500 km per month. This minimum guarantee shall apply only for months when the vehicle is deployed by the Institute.If the actual utilization in any month is less than 1500 km, payment shall nevertheless be made considering 1500 km as the minimum billable distance based on the monthly hiring charge quoted by the bidder. If actual utilization exceeds 1500 km, payment shall be made for monthly Hiring Charge plus the additional Kilometer rate for actual kilometres travelled over and above 1500 kms, subject to duty records maintained by the Institute.
4. The interested bidders shall appear before the Purchase Committee along with Vehicle, Registration Certificate (RC), Valid Driving Licence, Valid Insurance, Pollution Under Control (PUC) Certificate, Fitness Certificate (where applicable), Aadhaar/PAN, Bank details, GST Registration (if applicable) and any other statutory document required under law.
5. The quoted rates shall be inclusive of Driver charges, Fuel, Maintenance, Repairs, Insurance, Taxes (except GST, if applicable and separately shown), Parking and any other incidental expenses. Applicable GST shall be paid extra. No additional amount shall be payable except as specifically approved by the Institute.
6. Only those bidders fulfilling all the following shall be considered Technically Qualified:
    1. Submission of complete quotation and Acceptance of all terms and conditions.
    2. Production of vehicle in good mechanical condition.
    3. Valid Registration Certificate.
    4. Valid Driving License.
    5. Valid Insurance & Valid Pollution Certificate.
    6. Driver possessing adequate experience and good conduct.
    Note: Vehicle must be registered in the name of Bidder
7. Non-responsive quotations shall be rejected.
8. The financial comparison shall be carried out on the basis of the Lowest Evaluated Cost (L1) among the Technically Qualified bidders.
9. For comparison purposes, the evaluated monthly cost shall be calculated using the following formula:
Monthly Fixed Charges + (Additional kilometers × Additional Km Rate)

10. The Committee may seek clarifications, if required.
11. The Institute reserves the right to negotiate with the L1 bidder, wherever permissible under GFR provisions and in the interest of the Institute.
12. Payment Terms:
    1. Payment shall be released on a monthly basis. No advance payment shall be made.
    2. Bills shall be submitted after completion of each calendar month.
    3. Payment shall be made only after certification by the Incharge, Transport regarding satisfactory performance.
    4. Logbook certified by the Incharge, Transport official shall accompany every bill.
    5. Statutory deductions including TDS, if applicable, shall be made as per Government rules.
    6. Payment shall ordinarily be released through electronic transfer after due verification.
13. General Terms & Conditions
    1. The vehicle shall remain clean, roadworthy and mechanically fit.
    2. The driver shall possess a valid driving license at all times and shall comply with all Motor Vehicle Act provisions.
    3. The driver shall maintain proper behavior with students and staff.
    4. Smoking, consumption of alcohol or narcotic substances during duty is strictly prohibited.
    5. The Institute shall not be responsible for any traffic challans, accidents or legal liabilities arising due to negligence of the driver.
    6. Fuel, repairs, maintenance and insurance shall be entirely the responsibility of the contractor.
    7. Replacement vehicle shall be arranged immediately in case of breakdown.
    8. The vehicle shall not be substituted without prior approval of the Institute except during emergencies.
    9. The Institute may terminate the arrangement by giving 07 days' notice in case of unsatisfactory performance.
    10. The successful bidder shall not sublet or transfer the contract without written permission.
    11. The contractor shall comply with all labour laws and statutory requirements.
    12. The Institute shall not have any employer-employee relationship with the driver.
    13. The driver shall carry a mobile phone and remain reachable during duty hours.
    14. The vehicle shall display emergency contact details.
    15. The Institute reserves the right to verify any document submitted.
    16. False information shall lead to rejection of the quotation and termination of the contract.
    17. The Institute reserves the right to reject any or all quotations without assigning any reason, in accordance with the provisions of GFR.
14. Contract Period:
    Initially for Six Months, extendable based on satisfactory performance and mutual consent on the same rates or rates as approved by the competent authority. Institute reserves right to stop the services and payment will be made only for the period, the services were utilized.
15. Performance shall be monitored through:
    1. Daily logbook
    2. Student feedback
    3. Punctuality
    4. Vehicle condition
    5. Driver conduct
    6. Compliance with Institute instructions
16. Penalty Clause: In case of non-deployment of the vehicle, delay in reporting, unsatisfactory service, violation of any contractual terms, or failure to comply with the instructions of the Institute, the Institute shall be entitled to impose a suitable penalty, including deduction from the monthly bill, recovery of any additional expenditure incurred for arranging alternative transportation, and/or termination of the contract after due notice, as deemed appropriate by the Competent Authority. The decision of the Institute in this regard shall be final and binding.
17. The Institute reserves the right to reject any or all quotations without assigning any reason.
18. In case of any dispute between the parties above, the Director IIITDM Kurnool shall have the sole power to appoint an arbitrator whose decision will be final and binding.
19. Legal disputes, if any, shall be subject to the jurisdiction of Kurnool (Andhra Pradesh) Courts only.

3. Address for delivery of Service:
IIITDM Kurnool, Jagannathagattu, Kurnool, Andhra Pradesh – 518008.

You are requested to quote your **lowest competitive rate** for the above item(s) in the format attached (Annexure-1).

Annexure-1

Quotation

Name of the Vendor:

GST No.:

Address:

Contact No.

Email ID:

SI. No.	Description	Quoted price in figures in Rs. (Exclusive of applicable GST)	Quoted price in Words in Rs. (Exclusive of applicable GST)
1.	**Monthly hiring charge** for 40 - Seater Non-Ac Semi-Deluxe Bus for up to 1500 Kms.		
2.	Charges for **Additional Kilometer** beyond 1500 Kms in a particular month.		

*GST as applicable will be paid extra.

Checklist of Documents to be attached:

1. Registration Certificate (Self Attested)
2. Driving Licence (Self Attested)
3. Insurance (Self Attested)
4. Pollution Certificate (Self Attested)
5. Fitness Certificate (where applicable) (Self Attested)
6. Aadhaar Card (Self Attested)
7. PAN Card (Self Attested)
8. GST Registration (if applicable)
9. Bank Account Details (Self Attested)
10. Cancelled Cheque
11. Passport-size Photograph

Note: In case of non-submission of any document mentioned at Sl. Nos. 6 to 11, Bidders may be provided an opportunity for submitting of the same at later stage.

I/We accept the terms & conditions of the Invitation Letter.

Sign & Stamp of vendor